

## **NUNEATON & BEDWORTH LEISURE TRUST**

### **ROLE DESCRIPTION**

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Role Title:</b>       | Youth, Community & Schools Apprentice |
| <b>Primary Location:</b> | Wheat Street                          |
| <b>Responsible to:</b>   | Senior Sports Coach                   |

### **JOB PURPOSE**

1. To assist in the administration, planning, delivery and evaluation of sport, fitness and recreational activities in Schools, Communities and Facility based settings.

### **NBLT STANDARDS**

**All employees are required to apply the company standards in their role.**

1. To assist in delivering NBLT's Business Plan and performance targets.
2. To adhere to all NBLT policies and operating procedures.
3. To assist in fostering a creative and open environment within the Trust, where employees feel supported, involved and consulted sharing information with others, showing mutual respect.
4. To respond positively to change, trying out new ideas, where possible making use of the technology available to improve service delivery.
5. To ensure that the highest level of customer service is provided and that customer satisfaction is maintained. This includes:
  - (a) Treat customers better than they would expect to be treated themselves;
  - (b) Always approach the customer in a friendly and professional manner. Welcome them with a smile; be helpful and informative;
  - (c) Ensure you, your area and your site are always presentable.
6. As well as point 5 above, to act at all times in accordance with the Standards for your particular area of work.
7. To carry out all the work within the spirit and intention of equal opportunities
8. To work in accordance with the Health and Safety at Work etc. Act 1974.
9. To undertake personal development commensurate with the duties and responsibilities and development of the role.

## **The Apprenticeship Programme**

The Apprentice Programme is a three way agreement between the Employer, Employee and Coordinator/Assessor. The Apprentice works towards a suite of qualifications and these must be achieved within the required time frame to progress, and for this position they include:

- **Employers Rights & Responsibilities**
- **NVQ Level 2 in Activity Leadership**
- **Key Skills in Application of Number and Communications**
- **National Coaching Badges Level 2**

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

1. To work within a busy Youth, Community & Schools Team supporting the administration, planning, delivery and evaluation of various sports, activities, events and projects.
2. To assist the lead coach in delivering safe, fun structured and non structured coaching sessions appropriate to the participants.
3. To demonstrate knowledge and update ones knowledge of the reporting of accident, incident and emergency procedures & the NBLT's safeguarding policy.
4. To carry out administrative tasks including the use of Microsoft Office applications.
5. To be responsible for the correct storage, collection and care of sports equipment.
6. To be aware of and promote exit routes for participants whenever possible.
7. To act as a positive role model at all times for both participants and other team members.
8. To actively promote the work and image of NBLT, by always maintaining high standards of personal appearance and adopting a friendly professional approach to the public.
9. Ensure confidentiality / Data protection legislation is maintained at all times.
10. Required to work irregular hours and weekends as the post requires.
11. As part of this position you may be required to work at any of the leisure facilities, offices or sites used by the Trust.
12. To undertake other such duties appropriate to the grading of the post.

## **SPECIAL CONDITIONS:**

1. Nuneaton & Bedworth Leisure Trust is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure & Barring Service.

## **Conditions of Service:**

- The working week is 30 hours per week.

|                              |                     |
|------------------------------|---------------------|
| <b>PREPARED BY:</b>          | Senior Sports Coach |
| <b>DATE PREPARED:</b>        | 15/07/2021          |
| <b>AGREED BY POSTHOLDER:</b> |                     |

## **Review Arrangements**

**The details contained in this role description reflect the content of the role at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, NBLT will expect to review this role description from time to time and will consult with the post-holder at the appropriate time.**

## Person Specification

### Youth, Community and Schools Apprentice

#### **NOTE TO APPLICANTS**

Whilst all criteria on the specification are important, those marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence and examples of meeting them. Failure to do so may mean that you will not be invited for interview.

| <b>Category</b>                                | <b>E/D</b> | <b>Criteria<br/>Indicate E (Essential) or D (Desirable)</b>   | <b>Method of<br/>assessment</b> |
|--|------------|---|---------------------------------|
| <b>Experience</b>                              | E          | Demonstrate experience or working and /or interacting with young people in any settings including Schools, clubs or community venues. | 1,2 & 4                         |
|  | D          | Youth Work Experience.  | 2 & 4                           |
| <b>Qualifications<br/>/ Attainments</b>        | E          | Working towards a sports diploma or equivalent  | 2 & 5                           |
|  | D          | National Governing Body Level 1 or 2  | 2 & 5                           |
|  | D          | Valid First Aid qualification.  | 2 & 5                           |
|  | D          | Valid Safeguarding or child protection  | 2 & 5                           |
|  | D          | Youth Work Qualification.   | 2 & 5                           |
| <b>Knowledge,<br/>Skills and<br/>Abilities</b> | E          | Ability to interact and communicate with all age ranges.  | 1 & 4                           |
|  | E          | Excellent verbal communication skills   | 1 & 4                           |
|  | D          | An understanding of equal opportunities.  | 4                               |
|  | D          | Ability to use Microsoft Office applications.   | 2 & 4                           |
|  | D          | An awareness of Safeguarding Children and Vulnerable Adults Policies and Procedures.  | 2 & 4                           |
|  | D          | Understanding of Social and Community Issues  | 2 & 4                           |
| <b>Personal<br/>Qualities</b>                  | E          | Reliable.   | 2 & 4                           |
|  | E          | Must be able to work well with others and on own initiative.  | 4                               |
|  | E          | Customer Service Focused.   | 4                               |
|  | E          | Presentable appearance.   | 4                               |
|  | E          | Willing to work irregular hours, including evenings & weekends.   | 2 & 4                           |
|  | E          | Self motivated and enthusiastic   | 4                               |

|                      |   |   |       |
|----------------------|---|---|-------|
| <b>Other Factors</b> | E | Subject to satisfactory completion of Enhanced DBS form                               | 5     |
|                      | E | Attend all training and courses relevant to the development of the post.              | 4     |
|                      | E | Must be able to get to and from sessions at various locations with kit and equipment. | 2 & 4 |
|                      | D | Full car driving licence.   | 2 & 5 |
|                      | D | Access to vehicle.  | 4     |
|                      | E | Must gain relevant qualification(s) in specific time.                                 | 4     |

### **Method of Assessment**

**1 = Test (psychometric, pool, practical)**

**2 = Application Form**

**3 = Exercise (computer, in-tray, written)**

**4 = Interview**

**5 = Documentary evidence (e.g. certificates, references, portfolio)**

**6 = Presentation**